**2019 SENIOR ACADEMIC PROMOTIONS EXERCISE**

**APPLICANT CHECKLIST**

**Applicant:** …………………….. ………….. **Office Applied for:** ……………………………….

**Or**

**Application under CRS Scheme for Senior Lecturers (as appropriate)** ………………………

**Faculty/Department:** ……………………… **Faculty Committee:**………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Details** | **Applicant Check** | **FPC Check** | **HR Check** |
| **1** | **CV:** Not more than two pages |  |  |  |
| **2** | **DOCUMENT 1 Annex A: Research/Scholarship**  Publications listed in chronological order, stating for each publication the year and page numbers, and indicate for each publication the number of pages.  Only work published or in public domain is included.  No additional information should be provided.  (Details of multi-author publications to be included in Document 2) |  |  |  |
| **3** | **DOCUMENT 1 Annex B: Teaching**  Samples attached to this Annex are a maximum of  **10 pages of A4** |  |  |  |
| **4** | **DOCUMENT 1 Annex C: General Contribution**  Contributions other than teaching and research undertaken in the Faculty/Dept as well as any work outside the Faculty/Dept other than teaching/research are included. |  |  |  |
| **5** | **DOCUMENT 2: Coversheet**  If **reapplication** has been ticked the previous application was last year (2018 exercise).  If **interdisciplinarity** has been ticked, this is included in the personal statement.  If **contextual factors** has been ticked, the Annex has been completed. (This is not provided to referees.)  If **no teaching** box has not been ticked, where applicable the name of the Senior Tutor and College have been named.  If **NHS Consultant contract/Veterinary Clinical Work** has been ticked, this is indicated in the personal statement. |  |  |  |

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| **No.** | **Details** | **Applicant Check** | **FPC Check** | **HR Check** |
| **6** | **DOCUMENT 2: Personal Statement**  Not more than **1,000 words** including annotations and any detail of role in and contribution to large multi-author publications. |  |  |  |
| **7** | **DOCUMENT 2 Annex: Contextual factors** statement detailing impact on ability to carry out duties is **not more than 500 words**. |  |  |  |
| **8** | **DOCUMENT 3: References Nominated**  **Professorships** and **Readerships: 5 references**  Applicants: 2 referees and 1 reserve  FPC: 3 referees and 1 reserve  **Reapplicant (2018) for Professorship/Readership: 3 references**  Applicants:1 referee and 1 reserve;  FPC: 2 referees and 1 reserve  **USL: 2 references**  Applicants: 1 internal referee and 1 reserve.  FPC:1 referee and 1 reserve  **Reapplicant for USL (2018): 2 references**  Applicants: 1 internal referee and 1 reserve  FPC: 1 referee and 1 reserve | **N/A**  **N/A**  **N/A**  **N/A** |  |  |
| **9** | **DOCUMENT 10 (CRS)**  Part 1 has been completed.  Suggestion for internal referee has been provided. |  |  |  |

**Signed:** …………………………………………………….. Date ……………………………..

(Applicant)

Once you have prepared your documents and completed the checklist, please send your pack to the relevant Faculty Committee Secretary. They will check your application and contact you if they have any queries, before sending applicant packs to the relevant HR Schools team.